

ELECTRONIC CASE FILING ECF



User's Manual

Western District of Oklahoma
(Revised April 17, 2007)

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Electronic Case Filing System User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Case Filing (ECF) System to file documents with the Court, or to view and retrieve docket sheets and documents for all cases currently on the system. Users should have a working knowledge of Internet Explorer or Netscape.

Help Desk

Contact the Court's ECF Help Desk between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, if you need assistance using the ECF System.

ECF Help Desk: **1-405-609-5555**
 1-888-609-6593

E-mail: **helpdesk@okwd.uscourts.gov**

Go to the Court's website at www.okwd.uscourts.gov for information about ECF or to practice filing in our Training Database.

ECF System Capabilities

The ECF System allows registered participants with Internet access to perform the following functions:

- Electronically file pleadings and documents in cases that are currently on the system. (use your ECF Login and Password)
- View official docket sheets and documents associated with cases. (use your PACER Login and Password)
- View various reports for cases that are currently on the system. (use your PACER Login and Password)

Requirements

Hardware and Software Requirements

- personal computer running a standard platform such as Windows or Macintosh
- word processing program to create documents
- Internet Service Provider (ISP) to access ECF and email
- Internet browser (Internet Explorer 5.5 and Netscape Navigator 4.7x are fully supported)
- portable document format (PDF) **reader** software (such as Adobe Acrobat Reader)
- portable document format (PDF) **writer** (converter) software (for more information go to <http://pacer.psc.uscourts.gov/documents/imagingWPprint.pdf>)
- a scanner (OPTIONAL) for converting documents that are not available in electronic format

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF System. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 for information or to register for an account. You may also register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Participants will need to register with the Court to receive a login and password for the ECF System. Participants can go to our website at www.okwd.uscourts.gov and click on ECF Information to obtain information about the system, download the ECF Registration form, the Policies & Procedures Manual and the ECF Filing Menus.

Completed registration forms should be mailed to:

ECF Registration
Office of the Court Clerk
U.S. District Court for the Western District of Oklahoma
200 N.W. 4th Street Room 1210
Oklahoma City, OK 73102

Once an account has been established, your login and password will be sent to you by regular, first-class mail or the registrant may pick up the assigned User Login and Password at the Clerk's Office.

Preparation

Setting Up the Acrobat PDF Reader

Users must install PDF reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format.

*Note if you choose to use Adobe's Acrobat **Reader** software, it can be downloaded free at <http://www.adobe.com/products/acrobat/readermain.html>

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the Court using the ECF System. Before sending the file to the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File (using Adobe Acrobat)

- Start your Adobe Acrobat program.
- Go to the ***File*** menu and choose ***Open***.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

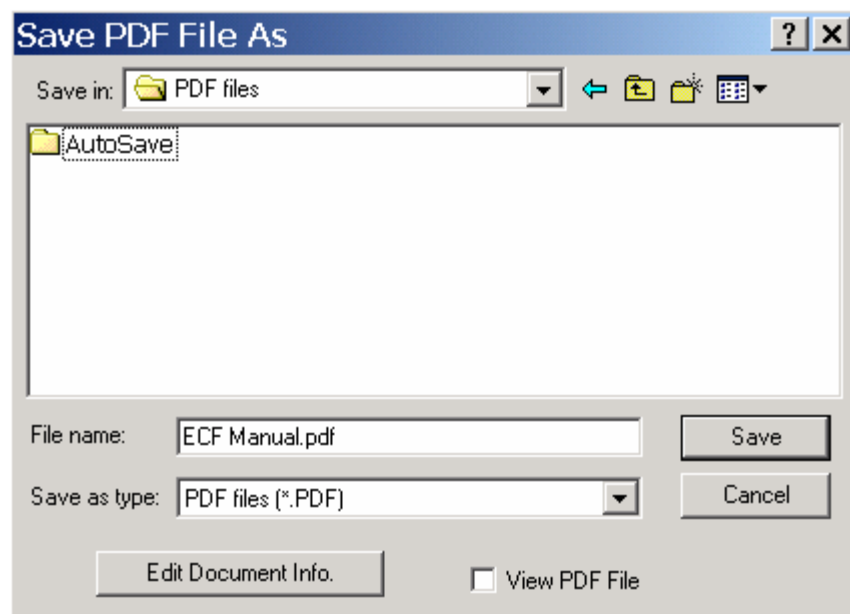
How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) System. The conversion process requires special software. For more information on PDF conversion go to <http://pacer.psc.uscourts.gov./documents/imagingWPprint.pdf>

On the next page, there is an example of the conversion process utilizing Adobe Acrobat Writer as the conversion software.

Using any word processing program:

- Install Adobe Acrobat Writer on your computer.
- Open the document to be converted.
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDF Writer** or **Distiller**.
- “Print” the file. The file should not actually print out; instead the option to “Save PDF File As” should appear.



- Make a note of the ‘Save in’ location so you can find the document later when you are ready to file it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, save as type PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDF Writer, and follow the directions above.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions Used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from 1) posting the wrong PDF file to a docket entry; 2) selecting the wrong document type from the menu; or 3) filing the document in the wrong case.

Please telephone:

ECF Help Desk

1-405-609-5555

1-888-609-6593

as soon as possible after an error is discovered. You will need to provide the case and document number for the document requiring correction. Do not re-file a document unless directed to do so by the Court.

Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately and notify the court of any incorrect filings.

User's Manual

You can download or view the most recent version of this User's Manual (in PDF format) from the District Court's web page at <http://www.okwd.uscourts.gov>. Click on **Electronic Case Filing (ECF)**, then click on **ECF User Manual**.

A Step-By-Step Guide

Below is a step-by-step guide for accessing the system, filing a motion, and displaying a docket sheet.

How to Access the System

Users can get into the 'live' system via the Internet by going to

<https://ecf.okwd.uscourts.gov>

Or, from the Western District of Oklahoma's Website www.okwd.uscourts.gov click on **Electronic Case Filing (ECF)**

Click on **ECF Live**

Click on **Western District of Oklahoma [Live] – Document Filing System**

Logging In

The next screen is the login screen.

The screenshot shows a web browser window titled "CM/ECF LIVE - U.S. District Court:okwd - login - Microsoft Internet Explorer". The page content includes:

- CM/ECF Filer or PACER Login**
- Notice**: This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
- Instructions for filing:** Enter your CM/ECF filer login and password if you are electronically filing something with the court.
- If you received this login page as a result of a link from a Notice of Electronic Filing email:** Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.
- If you have trouble viewing a document:** After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.
- Instructions for viewing filed documents and case information:** If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

At the bottom, there is an **Authentication** section with a yellow background containing three input fields: **Login:**, **Password:**, and **client code:**. Below these fields are **Login** and **Clear** buttons. The browser's status bar at the bottom shows "Done" and "Internet".

Enter your ECF Login and Password in the appropriate fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. Use your **PACER** login and password to query the database for case information or to view a document.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on **[Login]**.

- If the ECF System does not recognize your login and password, it will display the following error message on a new screen:
Login failed either your login name or key is incorrect
- Click on the **[Back]** button and re-enter your correct login and password.

Once the **Main Menu** appears, choose from the **hyperlinked** options on the blue menu bar.



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you log in for security reasons. If you suspect an unauthorized party is using your login and password, please telephone the Court's ECF Help Desk as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the blue menu bar at the top of the opening screen.

<u>Civil</u>	Select Civil to electronically file all civil case pleadings.
<u>Criminal</u>	Select Criminal to electronically file all criminal case pleadings.
<u>Query</u>	Query ECF by specific case number, party name, or nature of suit to retrieve documents from the ECF system. You must log into PACER before you can query ECF.
<u>Reports</u>	Choose Reports to retrieve docket sheets and cases-filed reports. You must log into PACER before you can view some of these ECF reports.
<u>Utilities</u>	Choose Utilities to view your personal ECF transaction log or to change your ECF password.
<u>Logout</u>	Logout allows you to exit from ECF and prevents further filing with your password until the next time you log in.




Civil Events Feature

Registered participants will use the Civil feature of ECF to electronically file a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake

Use the **Back** button on your browser toolbar to go back and correct an entry made on a previous screen. Click on any hyperlink on the blue ECF menu bar and ECF will reset to the beginning of the process you just selected. Once the document is transmitted to the Court it is deemed filed. Do not re-file a document unless directed to do so by the Court.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute shall be filed electronically with original executed copies maintained by the filer. The pleadings or other documents electronically filed shall be signed in one of the following ways (1) with an original signature that is then scanned; (2) with an electronic signature; or (3) with “s/ (attorney name).”

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) **Approval for Electronic Signature:** The attorney whose User Login and Password is being used to file the pleading or other paper may obtain approval from any other attorney to state that the other attorney has authorized the filing attorney to electronically sign the document. Such approval shall be indicated as follows:

<u>s/ Attorney's Name</u> <i>(Signed by Filing Attorney with permission of Attorney)</i>	<u>Filing Attorney's Signature</u>
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The filing attorney is responsible for maintaining a record of when and how permission was obtained to sign the other attorney's name until all appeals have been exhausted or the time of seeking appellate review has expired.

- (b) **Approval by Signature:** The attorney whose User Login and Password is being used to file the pleading or other paper may obtain and maintain a paper copy of the document signed by the other attorney. Possession of a signed copy shall be indicated as follows:

<u>s/ Attorney's Name</u> <i>(Signed copy of document bearing signature of Attorney is being maintained in the office of Filing Attorney)</i>	<u>Filing Attorney's Signature</u>
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The filing attorney shall maintain the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

- (c) Anyone who disputes the authenticity of any signature must file an objection to the pleading or other paper within ten (10) days of service.

Filing a Civil Complaint

All Initiating Documents (i.e. complaints, notices of removal, applications to proceed *in forma pauperis*, miscellaneous proceedings, praecipes, summonses, and civil cover sheets) shall be submitted as separate PDF files to the following email address:

newcases@okwd.uscourts.gov

New civil cases will be deemed filed as of the date they are received into this mailbox provided all papers submitted for filing are received by 6:00 p.m., are in proper format, and arrangements for payment of the filing fee are promptly made. Payment of any fee required for filing a pleading or other paper is payable to the Clerk of Court by credit card, check, money order, or cash.

Filing Documents In Civil Cases

There are eight basic steps involved in filing a civil case document:

- 1) Select the type of document to file (see ECF Attorney Menus).
- 2) Enter the case number in which the document is to be filed.
- 3) Designate the party(ies) filing the document.
- 4) Attach the PDF file for the document being filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as permitted / necessary.
- 7) File the pleading.
- 8) Receive Notification of Electronic Filing (NEF).

After successfully logging into ECF, follow these steps to file a pleading.



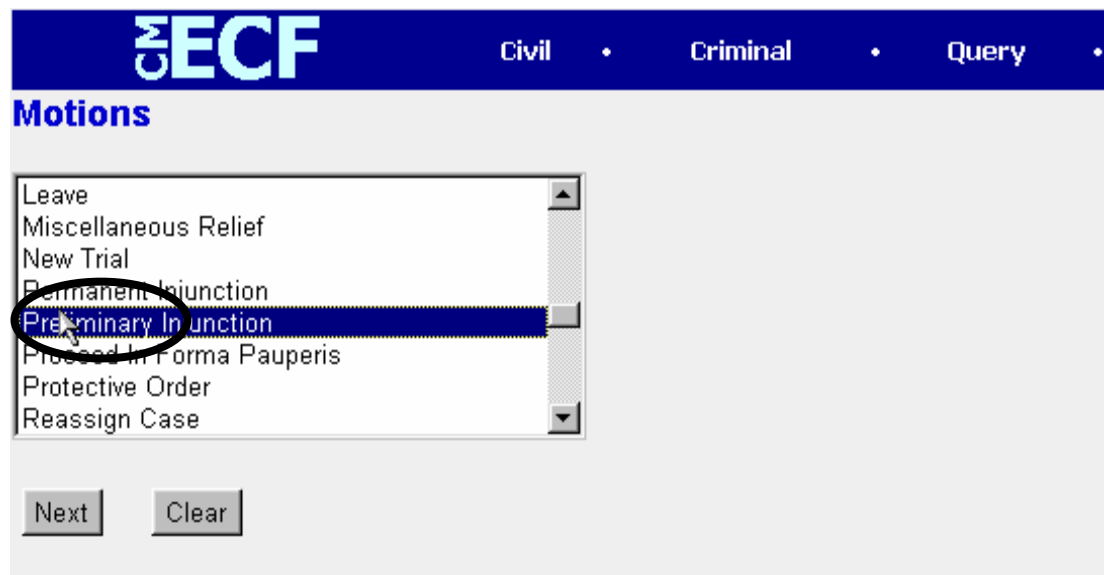
1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Events window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in a civil case. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion you are filing. The type of motion you select from this list should represent the document you are filing.



For demonstration purposes, highlight **Preliminary Injunction** and click on **[Next]**.

Note: If you are asking for multiple ‘reliefs’ in one motion select each ‘relief’ from this menu. To select more than one ‘relief’ press and hold down the **Ctrl** key, and mouse click on the appropriate choices.

2. Enter the case number in which the document is to be filed

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions". Inside this section is a form with a label "Case Number" above a text input field. The input field contains "10-101". To the right of the input field, a yellow tooltip displays the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

3. Designate the party(ies) filing the document

The screenshot shows the ECF interface for "Complaints and Other Initiating Documents". The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Complaints and Other Initiating Documents" with a sub-link "5:05-cv-88888 Doe v. Doe". A red note states: "Note: Only select Add/Create New Party when supported by this filing." Below this, the instruction "Select the filer." is followed by "Select the Party:". A list box contains two entries: "Doe, Jane [Defendant]" and "Doe, John [Plaintiff]". To the right of the list box is a link "Add/Create New Party". Below the list box are "Next" and "Clear" buttons. The browser's address bar shows "Internet".

Highlight the name of the party or parties for whom you are filing the motion. If you represent multiple defendants or plaintiffs select the appropriate parties by holding down the **Ctrl** key and mouse clicking on each party name. Click on the **[Next]** button to continue.

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**. **If you click this you are adding a party to the case.**

4. **Specify the PDF file name and location for the document to be filed**

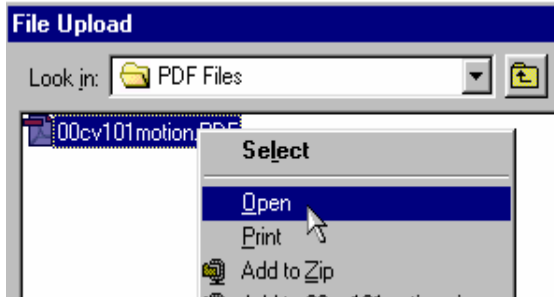
ECF displays the **Motions** screen shown below. On this screen, you will attach the PDF document that you are filing.

Note: All documents that you intend to file in ECF **MUST** be in **PDF** format and less than 5-megabytes in size. Documents that exceed the 5-megabyte file size limit will need to be divided into smaller files before the ECF System will accept them.

The screenshot shows a Microsoft Internet Explorer browser window titled "CM/ECF LIVE - U.S. District Court:okwd". The address bar shows the URL "http://www.uscourts.gov/ECF/ECF_LIVE/ECF_LIVE.asp?case=5:07-cv-99999-UA United States of America v. Doe". The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is titled "Motions" and contains the text "5:07-cv-99999-UA United States of America v. Doe". Below this, it says "Select the pdf document (for example: C:\199cv501-21.pdf)." and "Filename". There is a text input field for the filename and a "Browse..." button. Below the input field, it says "Attachments to Document: ☒ No ☐ Yes". At the bottom of the form, there are "Next" and "Clear" buttons. The status bar at the bottom of the browser window shows "Internet".

- Click on the **[Browse]** button.
- Navigate to the appropriate directory to select the PDF document you are filing.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. This allows you to view the document so that you can verify that you are attaching the correct document for filing.



- Once you have verified the document is correct, close the PDF viewer and click on the **[Open]** button. ECF inserts the PDF file name and location into the **Motions** screen.

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window will open. Go to **Section 6**, “Modifying Docket Text,” to proceed with your filing.
- If you have attachments to your motion, you will select **Yes** on the screen shown above. Click on **[Next]** and proceed to the first step in **Section 5**, “Add Attachments/Exhibits to Documents Being Filed.”

5. Add attachments/exhibits to documents being filed

If you have indicated that there are attachments / exhibits to the document you are filing, you will get the screen shown below.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page title is "Complaints and Other Initiating Documents" and the case name is "5:03-cv-09991 United States of America v. Doe".

The main content area is titled "Select one or more attachments." and contains three instructions:

- 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
- 2) At your option, select a document type and/or enter a description.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The form includes a "Filename" input field with a "Browse..." button. Below this, there is a "Type" dropdown menu and a "Description" text box. The "Description" text box contains the text "Please number each attachment (i.e., 1 - Smith Deposition)".

At the bottom, there is a list box containing the filename "C:\temp\exhibit 1.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". Below the list box is a "Next" button.

1. Click on **[Browse]** to search for the document file name of the attachment. Verify that you are attaching the correct document.

2. Select the **Type** of attachment, click on the down arrow to display a list of document types. Highlight the type of attachment from the displayed list. These words will be added as part of the description. Do not repeat them in the **Description** field.

Always describe the attachment. Click in the "Description" text box and type a clear description of the document you are attaching.

3. Click the **[Add to List]** button. ECF adds the selected document as an attachment.

This screenshot is similar to the previous one, but it shows the "Add to List" button being clicked. The filename "C:\temp\exhibit 1.pdf" is now in the list box, and the "Add to List" button is highlighted with a red circle. The "Next" button is also visible.

- Repeat this sequence for each additional attachment / exhibit.
- After adding all of the attachments / exhibits click on the **[Next]** button.

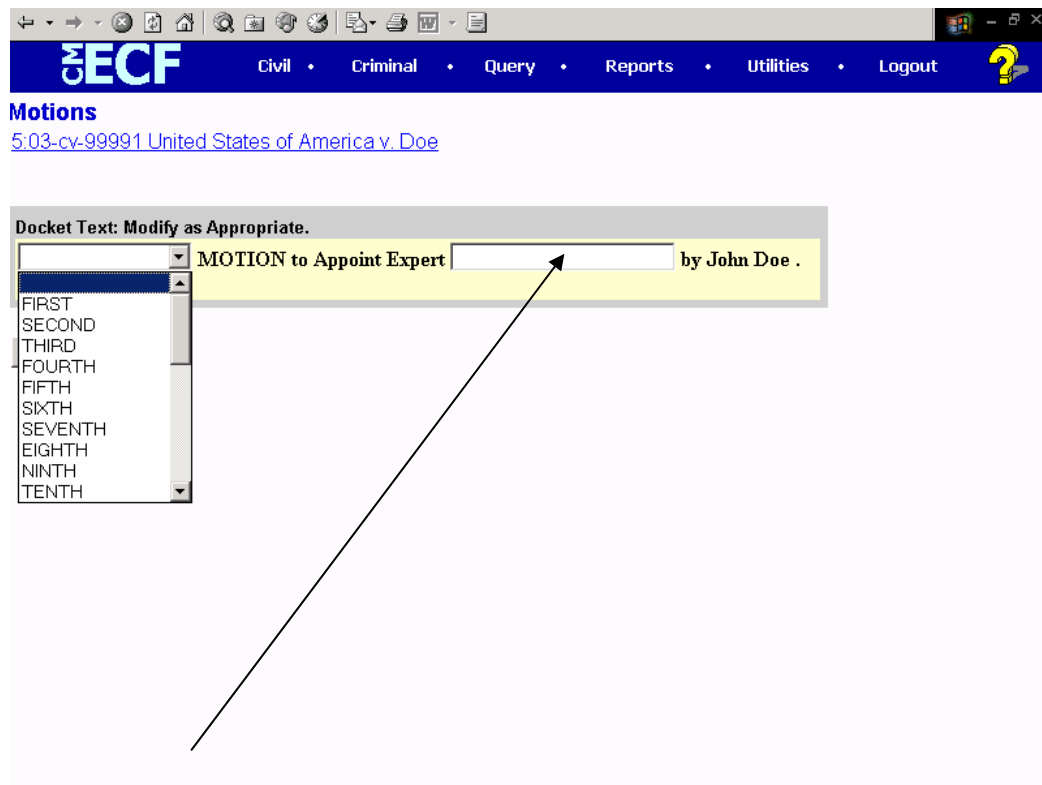
When Attachments And Exhibits Cannot Be Filed Electronically

Documents, attachments or exhibits that cannot be filed electronically will need to be filed conventionally. Follow the procedures outlined in our Policies & Procedures Manual for ‘Conventional Filings’.

Note: Documents that exceed the 5-megabyte file size limit will need to be divided into smaller files before the ECF System will accept them.

6. Modify docket text

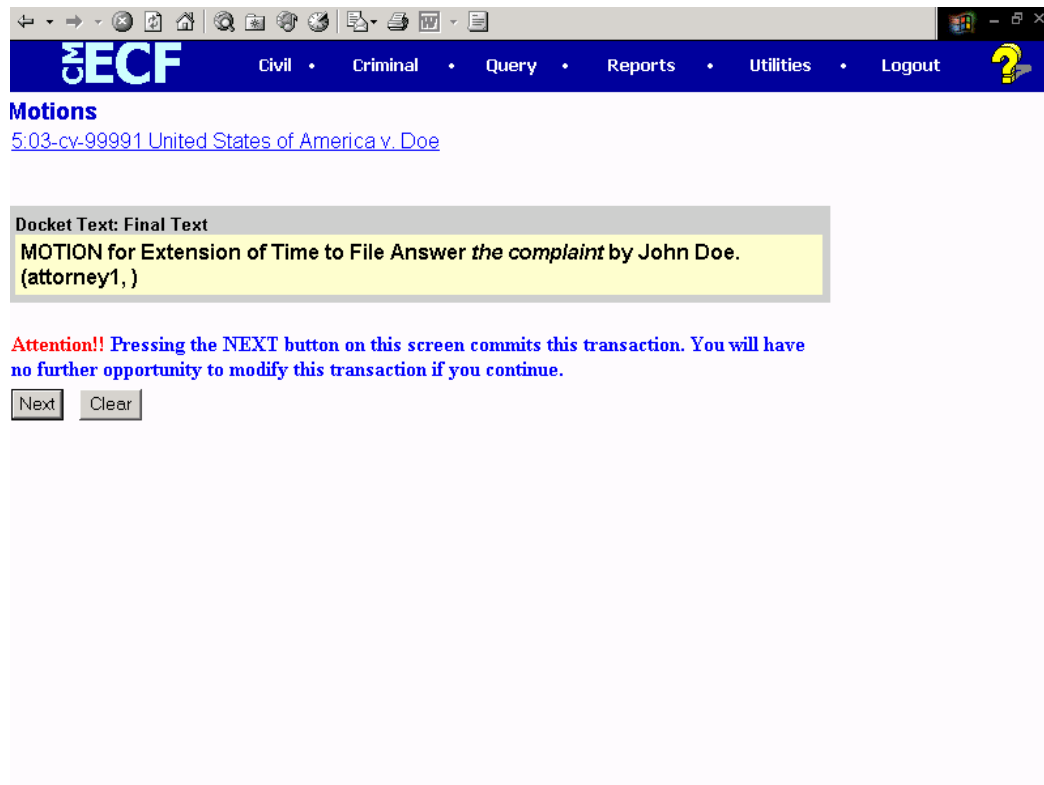
If you are presented with a ‘Docket Text: Modify’ screen, click on the down arrow to display a list of modifiers. Select a modifier if appropriate.



Click in the open text box to type additional words for further description of the pleading. Use lower case letters when adding text. **This entry should closely resemble the ‘title’ on the document you are filing.**

7. File the pleading

- Click on the **[Next]** button. A new **Motions** window appears displaying the complete entry. This is how the entry will appear on the docket sheet.
- Review the docket text to make sure it is correct. If you need to modify data, click the **[Back]** button to find the screen you wish to alter. If you click the **[Back]** button at this point, there is a possibility that you will lose your attachments.



Note: The screen shown above contains the following warning.

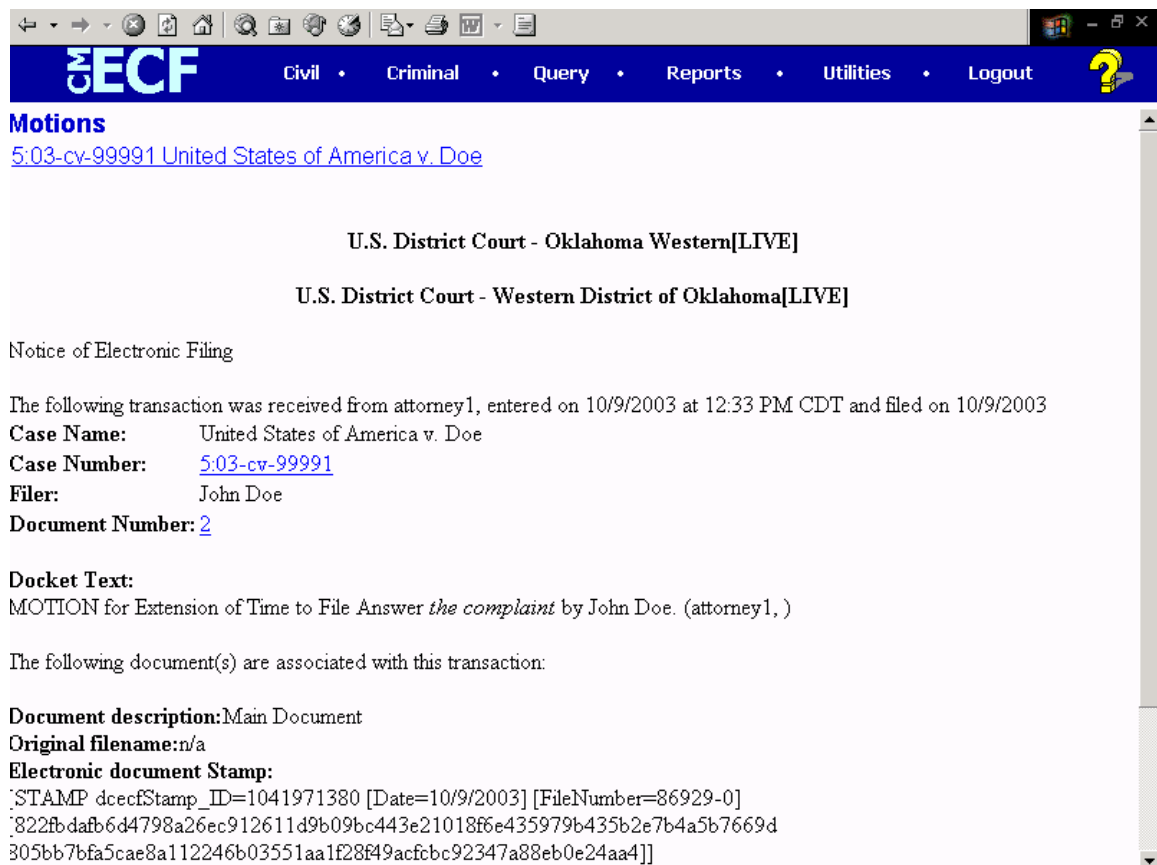
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Note: At any time prior to this step, you can reset ECF by clicking on any hyperlink on the blue ECF menu bar. ECF will reset to the beginning of the process you just selected.

- Click on the **[Next]** button to **file** the pleading.

8. Notice of Electronic Filing

ECF opens a new window displaying the Notice of Electronic Filing or the NEF.



- This NEF provides confirmation that the pleading is now filed and is an official Court document. **This is the file stamp.** It displays the date and time of your transaction and the number that was assigned to your document.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you retain a copy for your files.

- The ECF System will electronically transmit this **Notice of Electronic Filing (NEF)** to the attorneys in the case who are registered for ECF. This NEF also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. **It is the filer's responsibility to serve copies of the pleading and the Notice of Electronic Filing (NEF) to attorneys and parties who are not set up for electronic notification.**

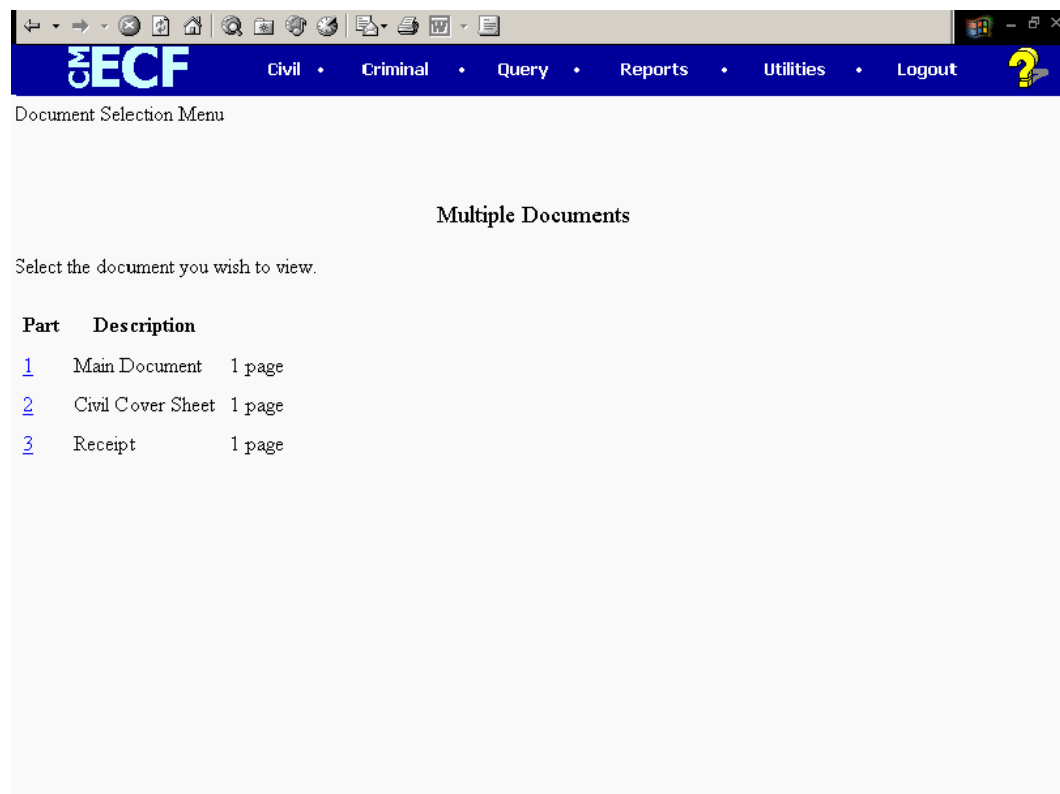
E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys who have supplied their e-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyper-linked document number embedded in the **Notice of Electronic Filing**.

If you are the recipient of an emailed notice from the court, it is recommended that you also retain a copy of the **Notice of Electronic Filing** and save the **Document** for future access. Subsequent retrieval of the case docket sheet and any pleadings from ECF must be made through PACER and are subject to regular PACER fees.

To View Filings That Have Attachments or Exhibits

If attachments or exhibits accompany the document being filed, when you click on the 'document' link from the NEF, you will get the screen shown below.



To view the main pleading, click on 1 - Main Document. After viewing the main pleading, use your browser [**Back**] button to get back to [this](#) screen so that you can click on 2 - first attachment. If you close the window shown above, you have closed your free look. The next time you click on the hyperlink to view this document you may be prompted for your **PACER** login.

Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal case document:

- 1) Select the type of document to file (See ECF Attorney Menus)
- 2) Enter the case number in which the document is to be filed.
- 3) Designate the defendant(s) that the filing relates to (only if multi-dft case).
- 4) Designate the party(ies) filing the document.
- 5) Attach the PDF file for the document to be filed.
- 6) Add attachments, if any, to the document being filed.
- 7) Modify docket text as permitted / necessary.
- 8) File the pleading.
- 9) Receive Notification of Electronic Filing (NEF).

After successfully logging into ECF, follow these steps to file a pleading.



1. Select the type of document to file

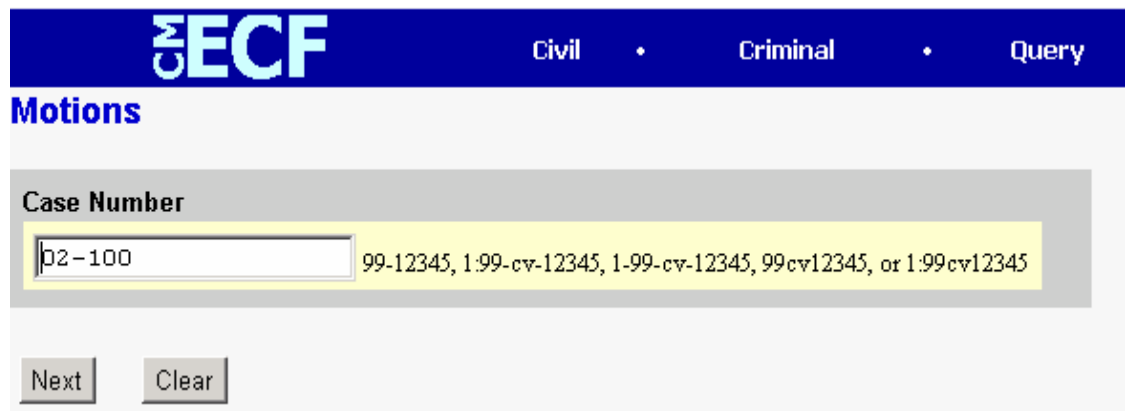
Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Events window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in a criminal case. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**.



2. Enter the case number in which the document is to be filed

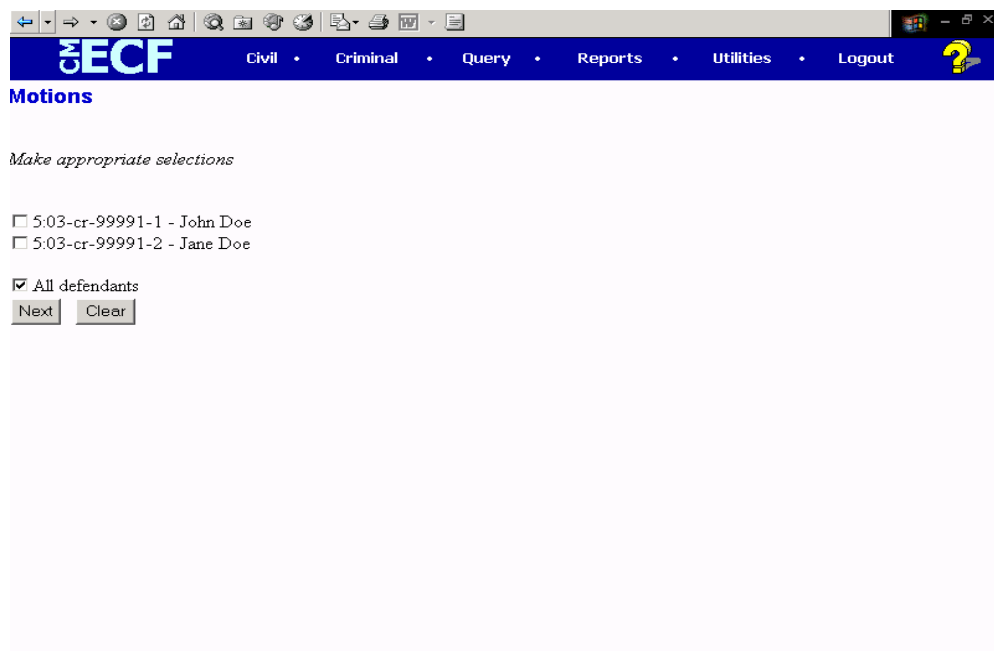
A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click [Next].



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. Below the header, the word "Motions" is displayed in blue. The main area is a light gray box containing a "Case Number" label. Below the label is a text input field with "02-100" entered. To the right of the input field, a list of accepted case number formats is shown: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". At the bottom of the gray box are two buttons: "Next" and "Clear".

3. Designate the defendant(s) that the filing relates

(This screen only appears in Multi-Defendant Cases)



The screenshot shows the ECF interface with a browser window at the top. The browser's address bar shows the ECF website. The page title is "Motions". Below the title, the text "Make appropriate selections" is displayed. There are three checkboxes for selecting defendants:
 ☐ 5:03-cr-99991-1 - John Doe
 ☐ 5:03-cr-99991-2 - Jane Doe
 ☒ All defendants
 Below these checkboxes are "Next" and "Clear" buttons.

Click in the boxes to place a check next to each defendant that this filing relates to. If it relates to all defendants in the case, check the box for “All Defendants” and leave the other boxes unchecked. When finished selecting defendants click [Next].

4. Designate the party(ies) filing the document

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is the 'Motions' section. A link for '5:03-cr-99991 United States of America v. Doe' is visible. The instruction 'Select the filer.' is followed by a box titled 'Select the Party:'. Inside this box is a list of parties: 'United States of America, [Plaintiff]', 'Doe, John (1) [Defendant]', and 'Doe, Jane (2) [Defendant]'. Below the list are 'Next' and 'Clear' buttons.

Highlight the name of the party or parties filing the motion. If you represent multiple defendants you may select the appropriate parties by holding down the **Ctrl** key and mouse clicking on each party name. Click on the **[Next]** button to continue.

This screenshot shows the same ECF interface, but now the 'Motion' selection field is active. It contains a scrollable list of motion types: 'Show Cause', 'Show Cause re Revocation of Probation', 'Show Cause re Revocation of Supervised Release', 'Strike', 'Suppress', 'Unseal Case', and 'Unseal Document'. The 'Suppress' option is highlighted with a black oval. The 'Next' and 'Clear' buttons remain at the bottom.

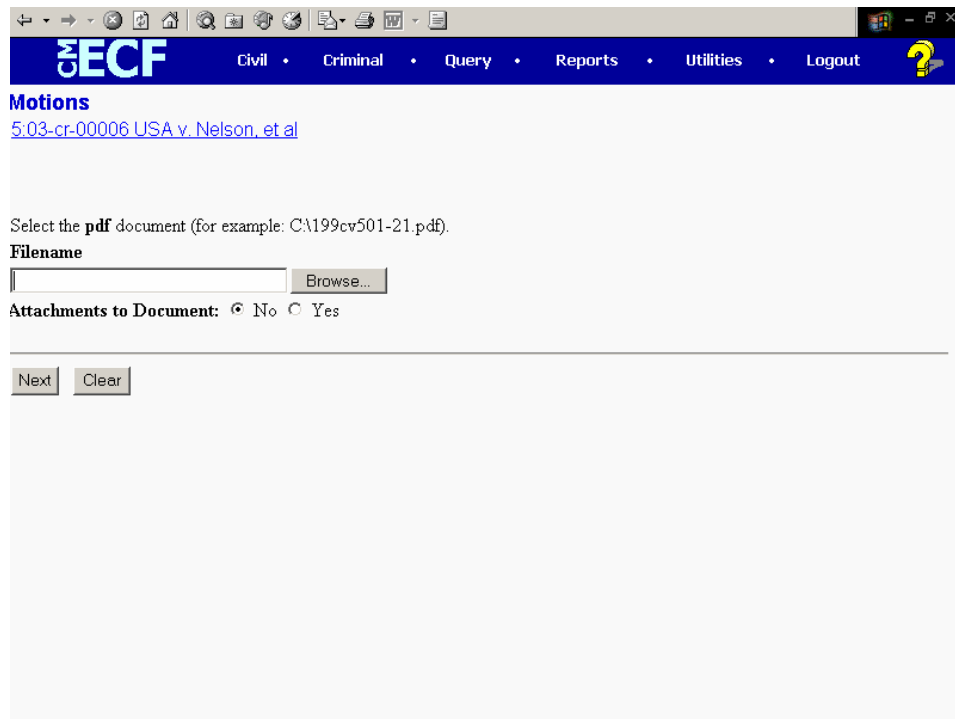
The **Motions** Screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion you are filing. The type of motion you select from this list should represent the document you are filing. For this demonstration highlight **Suppress** and click **[Next]**.

Note: If you are asking for multiple ‘reliefs’ in one motion select each ‘relief’ from this menu. To select more than one ‘relief’ press and hold down the **Ctrl** key, and mouse click on the appropriate choices.

5. Specify the PDF file name and location for the document to be filed

ECF displays the **Motions** screen shown below. On this screen, you will attach the PDF document that you are filing.

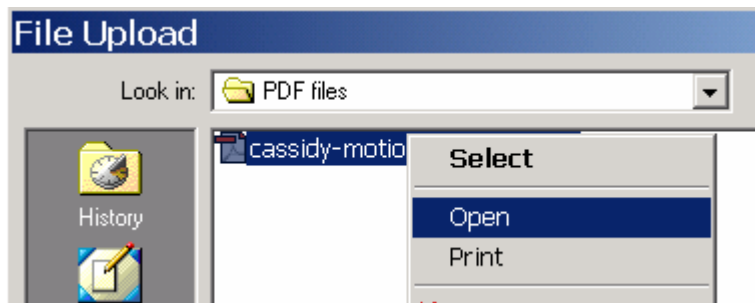
Note: All documents that you intend to file in ECF **MUST** be in **PDF** format and less than 5-megabytes in size otherwise ECF will not accept them. Documents that exceed the 5-megabyte file size limit will need to be divided into smaller files before the ECF System will accept them.



The screenshot shows a web browser window with the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main heading is "Motions" with a sub-link "5:03-cr-00006 USA v. Nelson, et al". Below this, a prompt says "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" label above a text input field and a "Browse..." button. Below the input field, it says "Attachments to Document: ☒ No ☐ Yes". At the bottom of the form area are "Next" and "Clear" buttons.

- Click on the [**Browse**] button.
- Navigate to the appropriate directory to select the PDF document you are filing.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on [**open**]. This allows you to view the document so that you can verify that you are attaching the correct document for filing.



- Once you have verified the document is correct, close the PDF viewer and click on the **[Open]** button in the lower right corner of the File Upload window. ECF inserts the PDF file name and location into the **Motions** screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[5:03-cr-99991 United States of America v. Doe](#)

Date document filed (mandatory)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window will open. Go to **Section 7**, “Modifying Docket Text,” to proceed with your filing.
- If you have attachments to your motion, you will select **Yes** on the screen shown above. Click on **[Next]** and proceed to the first step in **Section 6**, “Add Attachments/Exhibits to Documents Being Filed.”

6. Add attachments/exhibits to documents being filed

If you have indicated that there are attachments / exhibits to the document you are filing, you will get the screen shown below.

The screenshot shows the ECF system interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is the page title "Complaints and Other Initiating Documents" and a case link "5:03-cv-09991 United States of America v. Doe". The main content area has the heading "Select one or more attachments." followed by three instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) At your option, select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. The form includes a "Filename" input field with a "Browse..." button, a "Type" dropdown menu, a "Description" text field with a red instruction "Please number each attachment (i.e., 1 - Smith Deposition)", a list box, and buttons for "Add to List", "Remove from List", and "Next".

1. Click on **[Browse]** to search for the document file name of the attachment. Verify that you are attaching the correct document.

2. Select the **Type** of attachment, click on the down arrow to display the list of document types. Highlight the type of attachment from the displayed list. These words will be added as part of the description. Do not repeat them in the **Description** field.

Always describe the attachment. Click in the “Description” text box and type a clear description of the document you are attaching.

3. Click the **[Add to List]** button. ECF adds the selected document as an attachment.

This screenshot shows the same ECF interface as the previous one, but with an attachment added to the list box. The list box now contains the text "C:\temp\exhibit 1.pdf", which is circled in black. The "Add to List" button is still visible next to the list box, and the "Next" button is at the bottom.

- Repeat this sequence for each additional attachment / exhibit.
- After adding all of the attachments / exhibits click on the **[Next]** button.

When Attachments And Exhibits Cannot Be Filed Electronically

Documents, attachments or exhibits that cannot be filed electronically will need to be filed conventionally. Follow the procedures outlined in our Policies & Procedures Manual for 'Conventional Filings'.

Note: Documents that exceed the 5-megabyte file size limit will need to be divided into smaller files before the ECF System will accept them.

7. Modify docket text (see page 19 for a screen depiction)

Click on the down arrow to display a list of modifiers. Select a modifier if appropriate. Click in the open text box to type additional words for further description of the pleading. Use lower case letters when adding text. **This entry should closely resemble the 'title' on the document you are filing.**

8. File the Pleading

- Click on the **[Next]** button. A new **Motions** window appears displaying the complete entry. This is how the entry will appear on the docket sheet.
- Review the docket text to make sure it is correct. If you need to modify data, click the **[Back]** button to find the screen you wish to alter. If you click the **[Back]** button at this point, there is a possibility that you will lose your attachments.

The screenshot shows a web browser window with the ECF (Electronic Case Filing) system interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main heading is 'Motions' with a sub-link '5:03-cr-99991 United States of America v. Doe'. Below this, a box labeled 'Docket Text: Final Text' displays the entry: 'MOTION to Suppress by John Doe, Jane Doe. (Attachments: # (1) Appendix) (attorney2,)'. A red warning message states: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' At the bottom, there are 'Next' and 'Clear' buttons.

Note: The screen shown above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Note: At any time prior to this step, you can reset ECF by clicking on any hyperlink on the blue ECF menu bar. ECF will reset to the beginning of the process you just selected.

- Click on the [Next] button to **file** the pleading.

9. Notice of Electronic Filing

ECF opens a new window displaying the Notice of Electronic Filing or the NEF.



- This NEF provides confirmation that this pleading is now filed and is an official Court document. **This is the file stamp.** It displays the date and time of your transaction and the number that was assigned to your document.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you retain a copy for your files.

- The ECF System will electronically transmit this **Notice of Electronic Filing (NEF)** to the attorneys in the case who are registered for ECF. This NEF also displays the names and addresses of individuals who will not be electronically notified of the filing. **It is the filer's responsibility to serve copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.**

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys who have supplied their e-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyper-linked document number embedded in the **Notice of Electronic Filing**.

If you are the recipient of an emailed notice from the court, it is recommended that you also retain a copy of the **Notice of Electronic Filing** and save the **Document** for future access. Subsequent retrieval of the case docket sheet and any pleadings from ECF must be made through PACER and are subject to regular PACER fees.

To View filings that have attachments or exhibits

See page 22 of this document for an example.

Add/Create a New Party

In rare cases you may need to add a party to the ECF System. The pleading you are filing should support the addition of the party(ies) to the case. If the party you represent is not listed on the 'Filer' screen, click on **Add/Create New Party**. The screen shown below will appear.



The screenshot shows the ECF system interface. At the top is a blue header with the 'ECF' logo on the left and the word 'Civil' on the right. Below the header, the text 'Search for a party' is displayed. Underneath this is a label 'Last/Business name' followed by a text input field. Below the input field are two buttons: 'Search' and 'Clear'.

You must first perform a search to see if the party you are adding is already in the ECF System. In the “Last Name” field type 1) the last name for an individual or 2) the first few letters of a company name and then click on the **[Search]** button.

- If a match is found, ECF will display a list of party names to choose from. If the name of the party you are adding appears on the list, mouse click on the name once and then click on the **[Select name from list]** button. Choose the appropriate **Role** from the drop down box and then click on the **[Submit]** button. **Leave all other fields blank.**

If a match is not found click on the **[Create new party]** button. ECF displays the screen below:

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

- For a company, enter the entire company name in the **Last Name** field. Indicate the party ‘**Role**’ from the drop down list and then click on the **[Submit]** button.
- For an individual, enter the **Last Name, First Name, Middle Name, and Generation** fields as appropriate. Indicate the party ‘**Role**’ from the drop down list and then click on the **[Submit]** button.

LEAVE ALL OTHER FIELDS BLANK

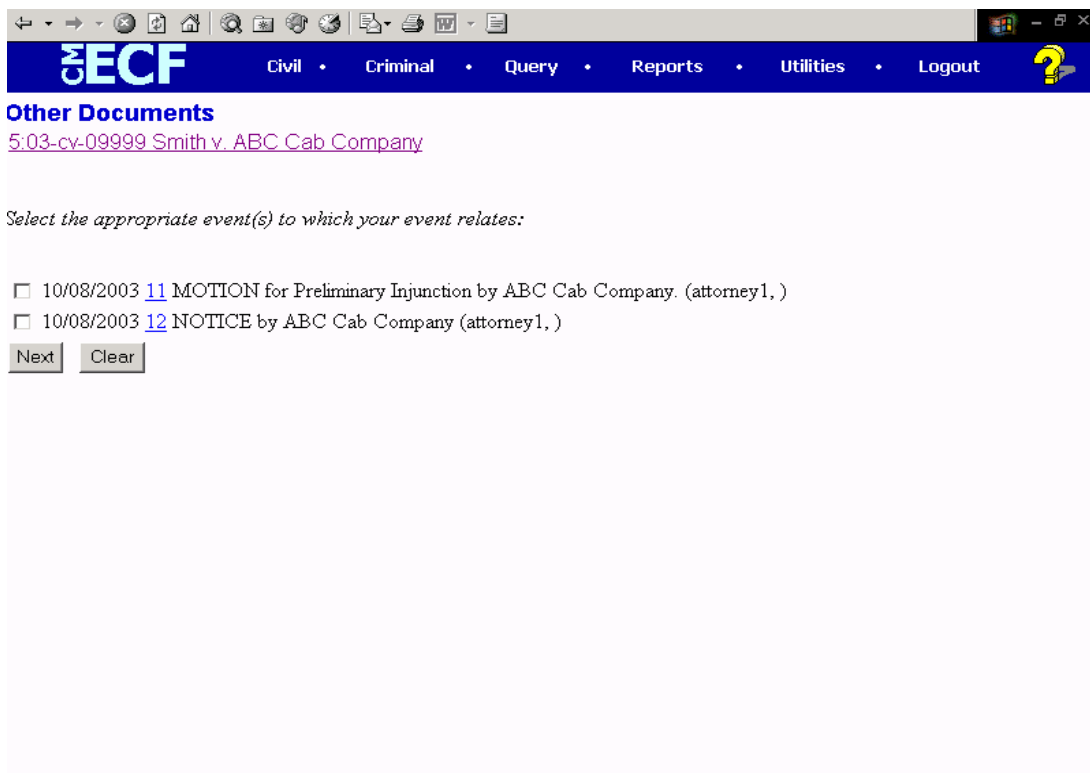
Linking Documents

Some pleadings such as Briefs and Responses should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the screen similar to the one shown below.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and the word "Civil" followed by a dropdown arrow. Below the header, the text "Other Documents" is displayed. A checkbox labeled "Refer to existing event(s)?" is present. Below the checkbox are two buttons: "Next" and "Clear".

An ‘**event**’ in ECF is anything that has been previously filed in a case. To link the document you are currently filing to a previously filed document, click the checkbox in front of “**Refer to existing event(s)?**” and then click on the [Next] button.



This screenshot shows a more detailed view of the ECF interface. The browser window title bar is visible at the top. The ECF header includes the logo and a menu with "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout", followed by a help icon. The page title is "Other Documents". Below this, the case name "5:03-cv-09999 Smith v. ABC Cab Company" is displayed. A prompt reads: "Select the appropriate event(s) to which your event relates:". Below this prompt is a list of two events, each with a checkbox: "10/08/2003 11 MOTION for Preliminary Injunction by ABC Cab Company. (attorney1,)" and "10/08/2003 12 NOTICE by ABC Cab Company (attorney1,)". At the bottom of the list are "Next" and "Clear" buttons.

From the list of previously filed documents, click the checkbox for the document you want to link your filing to and then click on the [Next] button.

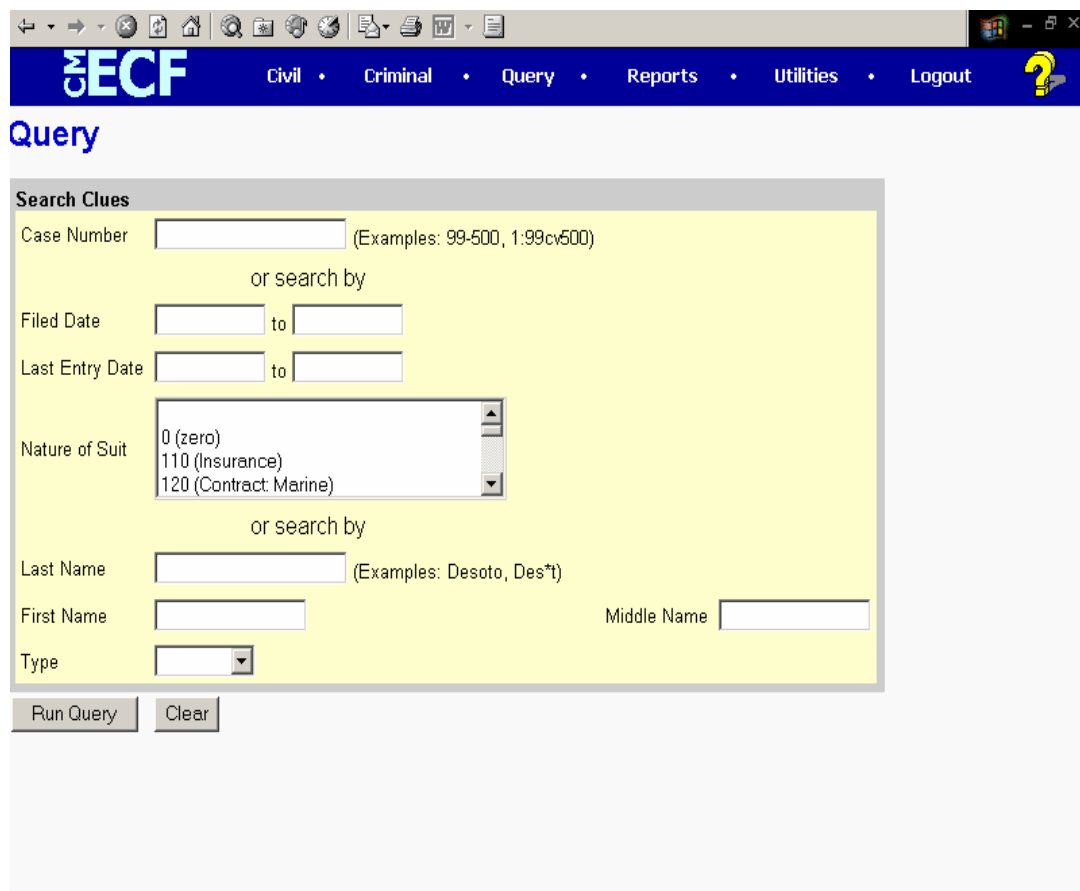
Query Feature

To research the Electronic Case Filing (ECF) System for specific case information click on **Query** from the blue menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before you can query the ECF system.

After you enter your PACER login and password, ECF opens the Query data entry screen shown below.

A screenshot of a web browser displaying the ECF Query data entry screen. The browser's address bar shows the ECF website. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the header, the word "Query" is written in blue. The main content area is a light yellow box titled "Search Clues". It contains several search criteria: "Case Number" with a text input field and examples "99-500, 1:99cv500"; "or search by" text; "Filed Date" and "Last Entry Date" each with two text input fields separated by "to"; "Nature of Suit" with a dropdown menu showing "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)"; "or search by" text; "Last Name", "First Name", and "Middle Name" each with a text input field and examples "Desoto, Des*t"; and a "Type" dropdown menu. At the bottom of the yellow box are two buttons: "Run Query" and "Clear".

If you know the case number, enter it in the **Case Number** field. Use the format YY-#### (year-number) then click on the **[Run Query]** button. ECF opens the query screen shown on the next page.



At the top of the Query Screen Window, ECF displays the case number, case title, the judge assigned to the case and the date that the case was filed. You may choose to view specific case information from the list of query options by clicking on the appropriate hyperlink. The following paragraphs describe some of the available case-specific query options.

Associated Cases

Displays any cases that have been consolidated with the case you are querying. This also shows any cases that are related to the case you are querying.

Attorney

Displays the names, addresses, telephone numbers, and email addresses of the attorneys as well as the name of the party(ies) they represent in the case.

Case Summary

This provides a summary of current case-specific information. Date filed, nature of suit, cause of action code, parties and attorneys.

Deadlines/Hearings

This option allows you to query the pending or terminated deadlines or hearings for the case.

Docket Report

When you select Docket Report, ECF opens a screen where you may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to the entire Docket Report. After you have selected the parameters for your report, click on the **[Run Report]** button. The document numbers in the middle column of are hyperlinks to the PDF files of the actual documents.

History/Documents

This selection runs a report showing the ‘event history’ and documents in a particular case. You may select the sort order for the report or choose to view all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections click on the **[Run Query]** button.

Other Queries

The process for selecting and running other queries / reports in the **Query** feature of ECF is similar to what has been described above.

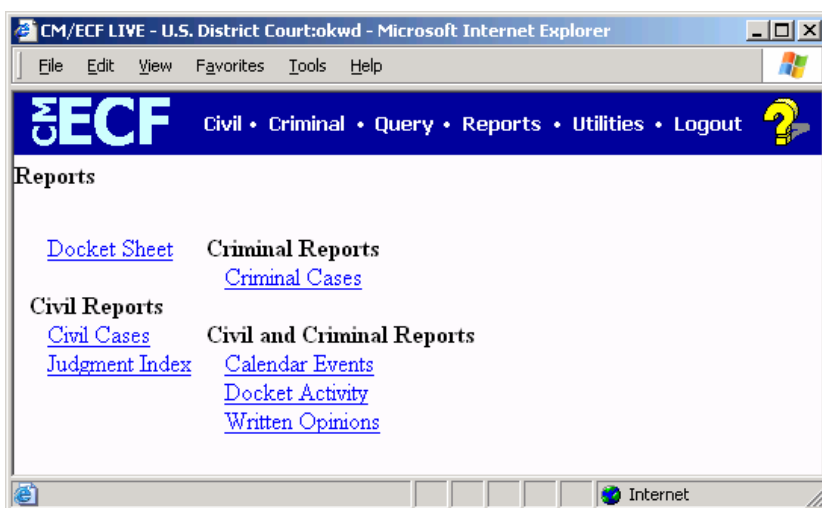
To query the ECF system for a party name or attorney name, enter the last name of the person in the appropriate field, choose party or attorney from the ‘Type’ pull down list and then click on the **[Run Query]** button. If more than one person with that name is in the database ECF returns the screen shown below. Select the correct name from this screen.



If the party has more than one case you will be presented with a list of cases. Select a particular case to view you will then see the query screen that is shown on page 35.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the blue menu bar ECF opens the **Reports** screen shown below.



If you select **Docket Sheet**, **Civil Cases**, **Judgment Index**, **Criminal Cases**, or **Docket Activity** from this screen you will be prompted for your PACER login and password. You may view the **Calendar Events** and **Written Opinions** reports without logging into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the PACER login screen. Enter your PACER login and password. Click on the [Login] button and ECF will open the Docket Sheet report query window shown below.

A screenshot of the "Docket Sheet" report query window in the ECF system. The window title is "CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer". The header is the same as the previous screenshot. The main content area is titled "Docket Sheet" and contains a form with the following fields and options: "Case number" with a text box containing "07-99999"; "Filed" radio button selected, with date boxes for "1/1/1970" and "4/16/2007"; "Entered" radio button unselected; "Documents" with two empty date boxes; checkboxes for "Include terminated parties" (checked), "Include links to notices of electronic filing" (unchecked), "Include list of parties and counsel" (checked), "Include list of member cases" (unchecked), and "Include PDF headers" (checked); "Sort by" dropdown menu set to "Oldest date first"; and a "Run Report" button with a dropdown menu showing "Oldest date first" and "Most recent date first". The status bar at the bottom shows "Done".

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed / entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The Civil Cases report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specified date range, cases with a specific Nature of Suit or Cause Code, or a combination of these choices.

Enter specific report criteria to narrow search results, or if you leave all fields blank ECF will display a report for all cases opened in ECF. This report is not subject to the 30 page billing cap. You will be billed for the total number of pages.

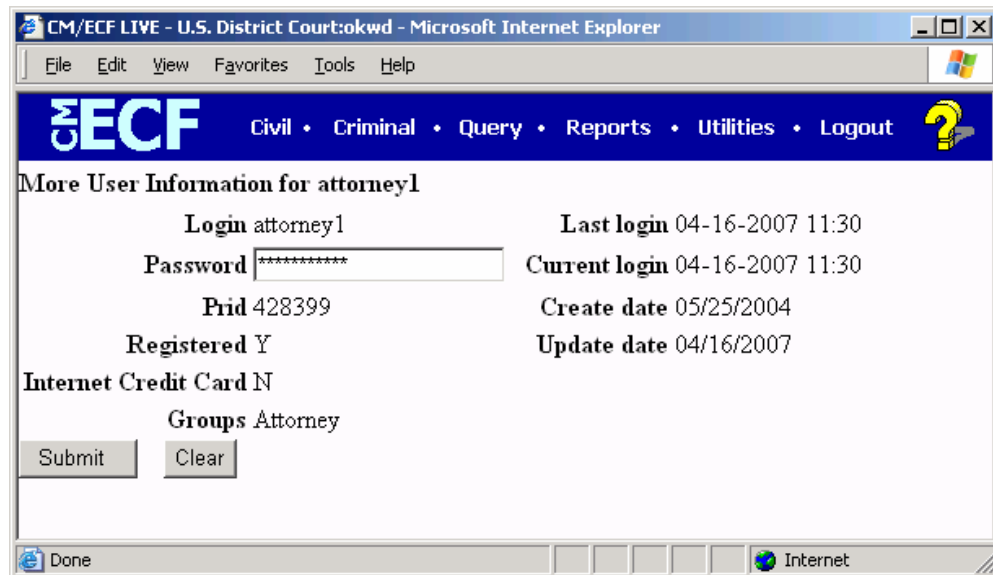
The far-left column of the Civil Cases Report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report. The Criminal Cases Report can be generated in the same manner.

Utilities Feature



Maintain Your Login / Password

This option under the Utilities feature allows you to change your ECF password.

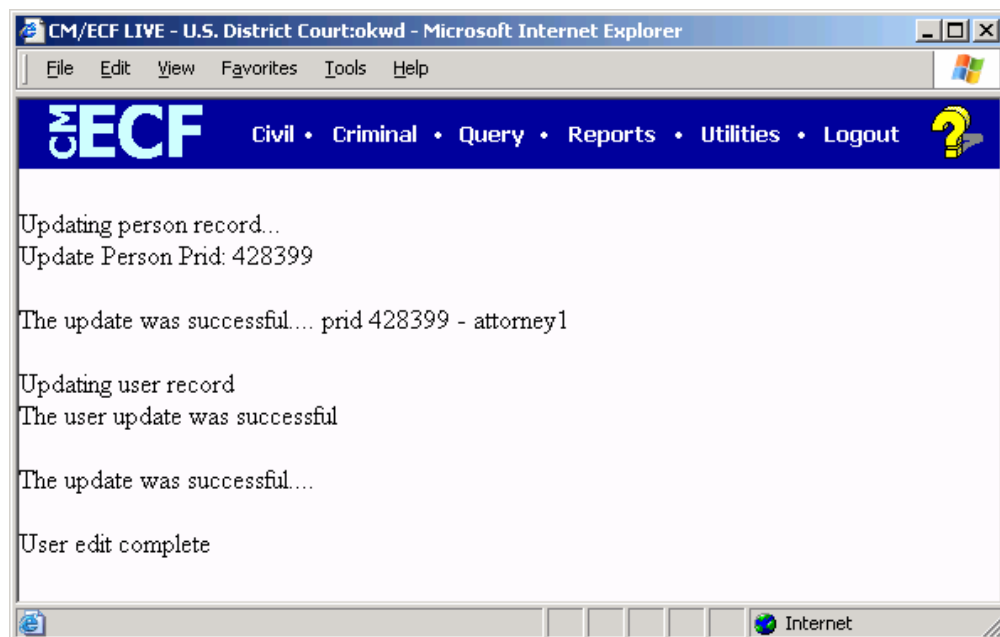


The screenshot shows a web browser window titled "CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer". The address bar shows "File Edit View Favorites Tools Help". The page header features the "ECF" logo and navigation links: "Civil • Criminal • Query • Reports • Utilities • Logout". A yellow question mark icon is also present. The main content area is titled "More User Information for attorney1". It displays the following information:

Login attorney1	Last login 04-16-2007 11:30
Password *****	Current login 04-16-2007 11:30
Prid 428399	Create date 05/25/2004
Registered Y	Update date 04/16/2007
Internet Credit Card N	
Groups Attorney	

At the bottom of the form are two buttons: "Submit" and "Clear". The browser's status bar at the bottom shows "Done" and "Internet".

This screen displays your login and password information. Your password will display as a string of asterisks. To change your password, remove the asterisks, type a new password, and then click on the **[Submit]** button. You will then see the screen below indicating that the edit is complete. You may begin using the new password during your next ECF session.



The screenshot shows the same browser window as the previous one, but the main content area now displays the following confirmation messages:

Updating person record...
Update Person Prid: 428399

The update was successful.... prid 428399 - attorney1

Updating user record
The user update was successful

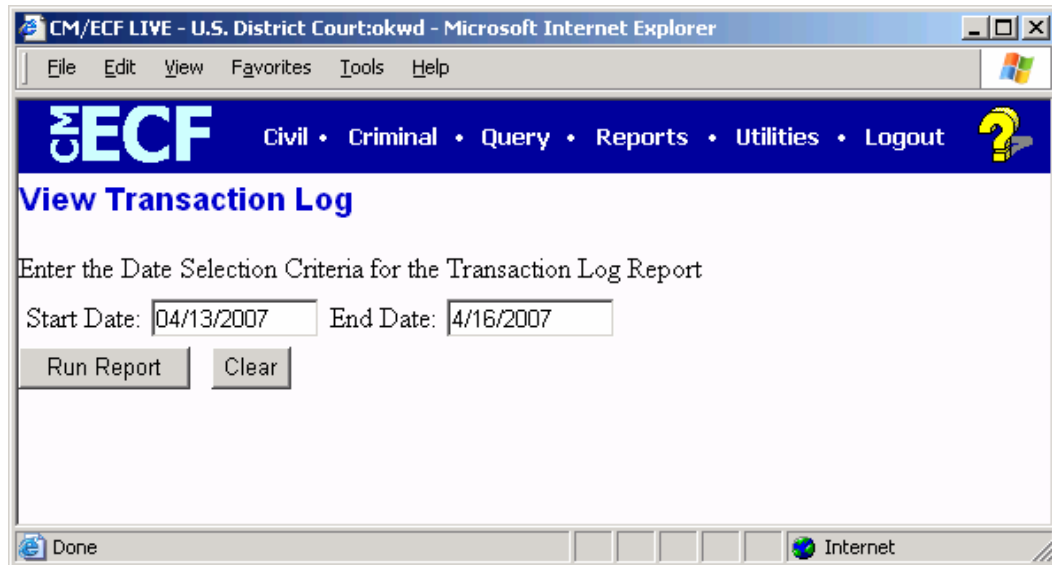
The update was successful...

User edit complete

The browser's status bar at the bottom still shows "Done" and "Internet".

View Your Transaction Log

From the **Utilities** screen, click the **View your Transaction Log** hyperlink. ECF opens a Date Selection Criteria screen. Enter the date range for your report and click on the **[Run Report]** button. ECF displays a report showing all of your transactions in ECF within that date range.



Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected on the Transaction Log
- no unauthorized individuals have entered transactions using your login and password.

Change Client Code, Change Your PACER Login, Review Billing History, Show PACER Account, Remove Default PACER Account

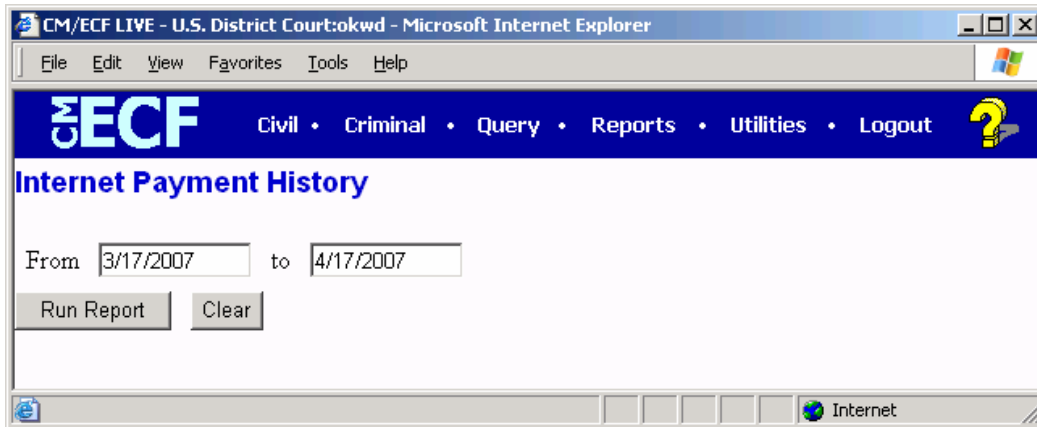
- these menu choices reference your PACER login and password. Contact PACER at 1-800-676-6856 for more information on these choices.

Miscellaneous

ECF provides four miscellaneous functions within the **Utilities** feature of the system.

- Internet Payment History
- Legal Research
- Mailings
- Verify a Document

Internet Payment History: this option can be used to verify your “Pay.gov” payment history. You can view your payment history for a specific date range.



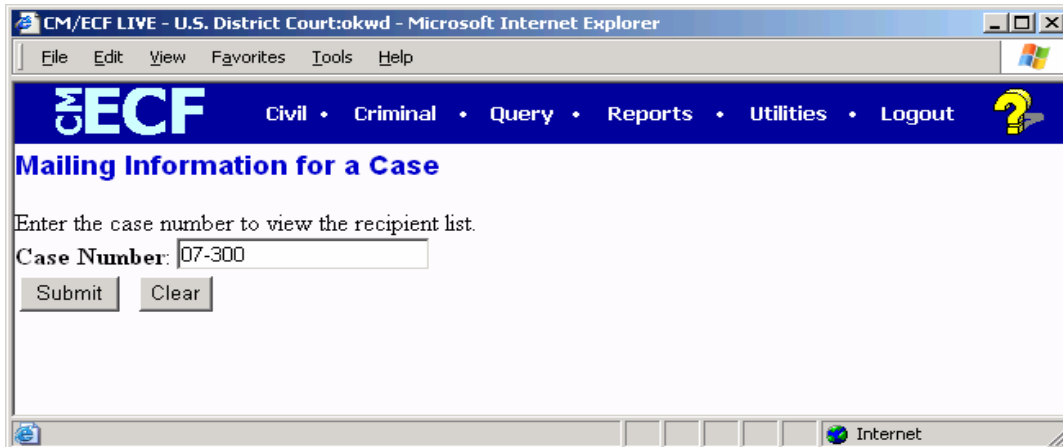
The screenshot shows a web browser window titled "CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer". The address bar shows the URL. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The main heading is "Internet Payment History". Below this, there is a form with two date input fields: "From" with the value "3/17/2007" and "to" with the value "4/17/2007". Below the date fields are two buttons: "Run Report" and "Clear". The status bar at the bottom shows the Internet icon and the word "Internet".

Legal Research: opens a screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw via the Internet and LexisNexis.

Mailings: opens a screen with links for “Mailing Info for a Case” and “Mailing Labels by Case”.

Mailing Info for a Case: gives you information you may find helpful when completing a ‘Certificate of Service’.

Mailing Labels by Case: allows you to generate mailing labels for a case.



The screenshot shows a web browser window titled "CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer". The address bar shows the URL. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The main heading is "Mailing Information for a Case". Below this, there is a text prompt: "Enter the case number to view the recipient list." followed by a label "Case Number:" and an input field containing the value "07-300". Below the input field are two buttons: "Submit" and "Clear". The status bar at the bottom shows the Internet icon and the word "Internet".

Verify a Document: opens the query screen shown on the next page. Enter the case number and document number to generate the electronic file stamp for that particular document. This is helpful if you forgot to retain a copy of the NEF for a document when you received it via E-Mail notification.

The screenshot shows a web browser window titled "CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer". The address bar shows the URL. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The ECF logo is on the left of the blue navigation bar, which also contains links for Civil, Criminal, Query, Reports, Utilities, and Logout, followed by a yellow question mark icon. The main heading is "Verify Document(s)". Below it, a text instruction reads: "Specify the case number and document number of the docket entry containing the document to be verified." There are two input fields: "Case Number" and "Document Number:". The "Case Number" field has a yellow background and a text suggestion: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input fields are "Next" and "Clear" buttons. The status bar at the bottom shows "Done" and "Internet".

Logout

After you have completed all of your transactions for a particular session in ECF you should logout from the system.



Click on the **Logout** hyperlink from the ECF blue menu bar. ECF will log you out of the system and return you to the ECF login screen.